## Conditional Use Permit Approval Process-City of Baraboo



Step 2
Submit



Step 4 Attend Plan Commissio



Step 6
Issuing a
Permit

- Attend City Staff Development Review meeting to review project concepts, the approval process and code
- Prepare and submit application to City For Plan Commission Review. Pay \$250 fee
- Conditional Use Permits require a public hearing. This will require the petitioner to notify the City and submit an application at least 3 weeks prior to the Plan Commission meeting.
- Applicant is required to prepare mailing list for public hearing notices.
- Plan Commission meets every 3<sup>rd</sup> Tuesday each month at 5:15 PM. Plans are required to be submitted 1 week prior to the meeting. The City Engineer will prepare a staff report for the Commission on each project.
- Plan Commission: Amend, Approve or Reject the CUP
- If plans are approved then a Building Permit can be issued. Some plans may require additional review and approval from the State.